

**West Valley City**

**PROPERTY OWNER INFORMATION**

License Number \_\_\_\_\_

- ☐ New  
☐ Owner Change

***Please Print***

The City may require an inspection of the Rental Dwelling as a condition of obtaining a Business License.

**All questions must be complete or the application will not be accepted.**

Name of Business (if applicable) \_\_\_\_\_

Business Address (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Name of Applicant \_\_\_\_\_ SS # \_\_\_\_\_

Applicant's Physical Address \_\_\_\_\_

**Phone number(s):**

Business (    ) \_\_\_\_\_  
Home (    ) \_\_\_\_\_  
Cell (    ) \_\_\_\_\_  
Fax (    ) \_\_\_\_\_

**Entity Type:**

- ☐ Sole Proprietorship  
☐ Corporation  
☐ Limited Liability Company (LLC)  
☐ Partnership  
☐ Foreign (domiciled outside of Utah)

List all owners other than applicant. If a corporation, partnership, or limited liability company, list other officers, general partners or members.

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**Property Information Form**  
*Must complete for each property location*

**Please Print**

**Local Agent / Manager Information** (must reside within Salt Lake County)

Property Name (if applicable) \_\_\_\_\_

Property Manager Name \_\_\_\_\_

Address \_\_\_\_\_

(    )	(    )	(    )
Business Phone	Home Phone	Cell Phone

**Complex Information**

Number of Buildings at Legal Address \_\_\_\_\_

**Rental Dwelling Type:**

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Condo    | <input type="checkbox"/> Duplex                 | <input type="checkbox"/> Triplex                     |
| <input type="checkbox"/> Fourplex | <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Apartment (3 or more units) |

**Individual Building Information**

If you own multiple properties in different locations you must complete a separate **Property Information Form** for each location. Please do not list multiple buildings in this section unless they are part of a complex.

Building #	Address	Number of Dwelling Units	Number of Occupants per Unit

If a complex has more than 10 buildings, please attach additional Property Information Forms.

**Office Use Only**

Approvals:

Code Enforcement Officer \_\_\_\_\_

File Number \_\_\_\_\_

Date \_\_\_\_\_

Number of Units Inspected \_\_\_\_\_

## Property Information Form

[illegible]

## Office Use Only

Approvals:

Code Enforcement Officer \_\_\_\_\_

File Number \_\_\_\_\_

Date \_\_\_\_\_

Number of Units Inspected \_\_\_\_\_

## West Valley City

### RENTAL DWELLING BUSINESS LICENSE APPLICATION INFORMATION

- An **inspection may be required** for each rental dwelling unit before a Rental Dwelling Business License is issued.
- A person who owns multiple units is not required to obtain more than one (1) business license.
- A Rental Dwelling Business License is **not transferable** between persons or structures. You must give written notice within **thirty (30)** days to the Business License Official after having transferred or sold the rental dwelling unit. Please provide the business license office with the name and address of the new owner.

Please return all documents to the Business License Office. A Code Enforcement Officer will contact you if an inspection is required.

### INSPECTION OVERVIEW

Property Maintenance and Landscaping	Building Exterior	Building Interior	Building Interior Continued....
Landscaping front side rear	Mailbox	Windows, glass & locks	Wall or baseboard heaters
Landscaping per approved plan	Separate gas & electric meters	Smoke detectors	Outlets, GFI
Dead plants, litter, weeds, & debris	Siding, paint, stucco	Floors, walls & ceilings	Cover plates, fixtures
Lawns mowed, sprinkler system/hose	Masonry, chimneys, foundation	Lighting in halls & common areas	Electric wiring
Curbs & gutters, sidewalks, fences	Structural Integrity	Insects, pests & rodents	Stove / range / oven
Carport, parking, garbage container	Load bearing of floors/roofs/balconies	Insulation & weather stripping	Plumbing, water, traps & fittings
Accessory sheds & buildings	Stairs, porches, walkways & fire escapes	Sinks, toilets, tubs & showers	Refrigerator (40 – 45F) water supply/freezer
Swimming pool, hot tub	Window screens, door locks & keys replaced as required	Water - > 1 gal/min	Occupancy compliance
Stagnant water		Water - > 110 F	
		Heating/cooling to 78 F	
		Water heater, air conditioner, swamp cooler & furnace	

**RENTAL DWELLING LICENSE**  
**NAME OF TENANT(S) & NUMBER OF OCCUPANT(S) WORKSHEET**

Name of Tenant(s)	Property Address	Number of Occupants

Date Received \_\_\_\_\_

License Officer \_\_\_\_\_